

CLASS TITLE:**DEPUTY DIRECTOR
(DEPARTMENT OF TRANSPORTATION)****Class Code: 02550800****Pay Grade: 48A****EO: A****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To assume the responsibility for the overall administration of the department in the absence of the Director, and to provide overall assistance and support to the Director in the areas involved with the planning, coordination, and implementation of all departmental activities; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Director of Transportation with wide latitude for the exercise of independent judgement and innovation.

SUPERVISION EXERCISED: In the absence of the Director of Transportation and as designated to review and oversee the operations of all department agencies and to provide counsel and advise on problems that may arise.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assume the responsibility for overall administration of the department in the absence of the Director, and to provide overall assistance and support to the Director in the areas involved with the planning, coordination and implementation of all department activities.

To review and oversee the operation of all divisions within the department and provide counsel and advice as problems arise.

To prepare in dept written reports on all areas of department operations with recommendations therein that will be useful in analysis and evaluation.

To attend conferences and meetings to relieve the Director of schedule restraints and make reports thereon.

To establish and maintain effective working relations with all intra-department administrators and insure their understanding and implementation of departmental policies and procedures.

To establish and maintain effective working relations with directors and administrators of other state departments and insure their understanding and implementation of departmental policies and procedures.

To provide assistance in the preparation of the department budget with an end toward insuring efficiency and sound management of all resources.

To establish and maintain effective communications with the press, civic and labor organizations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of public administration and the ability to apply such knowledge in relieving a department head of administrative details in connection with planning, coordinating, directing and controlling a state department's functions and programs; the ability to make complex fact finding studies and prepare analyses and reports thereon involving departmental functions, operations, programs and policies for the use of department head in their evaluation of the effectiveness of such functions, operations, programs and policies; the ability to interpret programs, policies, directives and memoranda to departmental personnel and to serve as liaison between the department head and their subordinate staff on all administrative matters requiring decisions and/or courses of action by the department head in carrying out the department's functions and programs; the ability to assist and advise a department head in broad areas of

departmental policy development, implementation and coordination; the ability to prepare agendas for various meetings and/or conferences when directed; the ability to review the department head's correspondence not requiring their immediate attention and to supervise the operational aspects of the office of the department head involving both routine and high level administrative matters; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing or a graduate degree in Public or Business Administration, Law or Community Planning; and

Experience: Such as may have been gained through: considerable employment in a highly responsible administrative position in the field of public administration; or considerable employment in senior executive capacity which had an impact on overall corporate or business activities.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 7, 1998

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